



Job Title: Executive Assistant
Department: Culture, Education and Learning Services (CELS)
Reports to: CELS Director
FLSA Status: Non-Exempt
Salary Grade: \$24.29 – \$34.01
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Culture, Education and Learning Services Director, the Executive Assistant will be responsible for supporting CELS Director in all aspects of administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative support services at the direction of the CELS Director for the CELS team. Coordinates, communications, drafts general correspondence, schedules meetings, maintains files, and documents.
2. Attends Tribal Council meetings as directed to support the CELS Director with agendas, minutes, resolutions, ordinances, and correspondence.
3. Assists with assigning, delegating, reviewing, checking, and planning work duties of assigned staff.
4. Assists with the education and training of CELS team on policies, processes and procedures.
5. Assist with identifying and managing various CELS projects, goals, needs, changes, schedule, costs and approach.
6. Responsible for dissemination of information to the membership for most CELS programs.
7. Monitor the daily progress of projects, ensuring project deadlines are met by tracking and scheduling tasks and deadlines.
8. Responsible for creating, tracking and finalizing all CELS documents through the Internal Review process.
9. Organize reports, invoices, contracts and other financial files for easy access.
10. Maintain and monitor project plans, schedules, work hours, budgets and expenditures.
11. Track and measure project performance and milestone achievements.
12. Provide detailed updates on a consistent basis to relevant project stakeholders.
13. Document and follow up on important actions and decisions from meetings.

14. Assists the CELS Director and members of the CELS Department to arrange and maintain meeting schedules, travel requirements, and associated events. Anticipates and tracks critical dates, events, and associated action items; follows up with appropriate parties to ensure that deadlines are met by maintaining tracking documents and scheduling tasks and deadlines in appropriate calendars.
15. Organizes meeting logistics for the CELS team as directed, including audio/visual, tables/chairs, food, water, coffee, etc.
16. Maintain various records and documents for the CELS department.
17. Organizes special projects such as retreats, special conferences, luncheons, and dinner meetings. Coordinates meetings and conferences including telephone and video conference.
18. Ensures best management practices for retention of records, information, files, and all CELS policies and procedures.
19. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods, raising or lowering objects, and requires lifting up to 30 pounds on a regular basis. Requires occasional standing, walking, stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting. Evening and/or weekend work may be required. Work involves occasional exposure to infectious disease, dust, fumes, and allergens. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of Tribal history, cultural morals, and current Tribal government and business ventures.
4. Working knowledge of accounting principles.
5. Ability to make decisions independently in accordance with established policy and procedures.
6. Ability to exercise excellent organization, time management, analytical and problem-solving skills.

7. Demonstrated ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information.
8. Ability to proofread documents and working knowledge of report writing.
9. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
10. Excellent computer literacy, including a strong working knowledge of Office 365 and WordPress.
11. Ability to work with mathematical concepts such as basic arithmetic.
12. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization; ability to provide professional service to individuals of varying cultural and social backgrounds.
13. Ability to exercise excellent organization, time management, analytical and problem-solving skills.

QUALIFICATIONS

1. Associate's Degree in Business Administration or related field and five (5) years' administrative support experience. A combination of formal education, training, and related work experience may be considered.
2. Excellent working knowledge of Office 365 software suite required. Experience updating WordPress websites preferred.
3. Exceptional writing, editing, and proofreading skills required.
4. Must have proven track record as a team player.
5. Experience in grant reporting is desired.
6. Local travel is frequently required, travel outside the local area may be required occasionally.
7. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.